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|  ROLE PROFILE |
| Job title | Assistant Group Accountant (Temporary) | Date | July 2025 |
| Business | Samworth Brothers Head Office |
| Department | Group Finance |
| Location | Melton Mowbray, Leicestershire |
| ROLE SUMMARY  |
| We have a requirement for an Assistant Group Accountant to join our Group Finance team as maternity cover for a period of at least 6 months and will report into the Head of Group Financial Reporting and Control. The role will be split between supporting with the quarterly consolidation and year end statutory accounts process and providing management information and analysis for the executive team, Group Finance Director and wider finance community. The role will suit an individual with a financial accounting background. |
| REPORTING STRUCTURE |
| Reports to | Head of Group Financial Reporting and Control  |
| Direct & indirect reports | N/A |
| Key internal stakeholders | Group Finance Director, Group CFO, Group Executive Board (GEB), Business Finance Directors, Business Finance Managers |
| Key external stakeholders | Lenders, External Auditors |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| The principal aspects of the role are:* Preparation of quarterly financial consolidation and management information packs for internal and external stakeholders;
* Assist in the preparation of the year end consolidation, group financial statements and subsidiary statutory accounts;
* Work with the Group Finance Team to drive improvements in the quality of analysis and development of insightful key metrics which drive action to improve business performance;
* Preparation of weekly cash flow forecasts and providing support to Group Treasury in the management of our bank debt facility and financial covenants;
* Monthly financial reporting to the Group Executive Board and Holdings Board;
* Build strong working relationships with the Business Finance Managers. Work with the local finance teams to drive business improvements; this could be group wide projects or supporting with business specific topics.
* Provide support to the Group Finance Team along with the Group Finance Director on a day-to-day basis;
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| This is a large group with a full agenda for change; the successful candidate will need to be highly motivated, proactive and able to work at pace to help drive the business forward.The ideal candidate will:* Be a qualified accountant, preferably ACA or ACCA qualified;
* Have experience preparing financial statements under FRS102 and experience preparing inputs to the statutory accounts process (for example, stat packs);
* Experience preparing or reviewing weekly and monthly cash flow forecasts and monthly financial accounts;
* The ability to deliver accurate results to tight deadlines with good attention to detail;
* Be a confident individual who has passion for what they do and is comfortable communicating directly with senior stakeholders across the Group;
* Be systems literate with strong Excel skills (knowledge of IRIS or TM1 desirable but not essential);
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| **Competency** | **Descriptors** |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* |
| Customer Focus | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.* |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* |
| Initiative & taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.* |
| People Management | *The ability to understand people and their motivations, build good relationships with them and help them unlock their potential.* |
| Decision making and judgement | *In line with our guiding principles of PQP & Federalism, makes timely and informed decisions that take into account the facts, goals, constraints and risks that keep the organisation moving forward.* |
| Commercial awareness | *Demonstrates an understanding of the impact decisions and actions have on the organisation in line with PQP and Federalism.* |
| Developing partnerships | *The ability to establish formal and informal relationships inside and outside the organisation, and to anticipate and balance the needs of those whose cooperation is needed for the long-term success of the business.* |
| Engaging others through change | *The ability to communicate a compelling vision throughout the organisation, generating genuine motivation and commitment and to act as a sponsor of change.* |
| Focussing on the future | *Demonstrates enthusiasm about our future by identifying strategic issues, opportunities to drive sustainable, profitable growth, and managing risk.*  |